



## ACCOUNTING TECHNICIAN I/II/III

### **DEFINITION**

To perform a variety of technical accounting duties in the areas of municipal finance, including but not limited to accounting, payroll, accounts payable, accounts receivable, cashiering, customer service and business licenses; assist in the preparation of financial reports; perform a variety of task relative to assigned area of responsibility.

This position may be located in the City's Permit Center, where it serves as an initial contact for customers with Finance Department business and general information.

### **DISTINGUISHING CHARACTERISTICS**

**Accounting Technician I** – This is the entry level class in the Accounting Technician series. This class is distinguished from Accounting Technician II by the performance of more routine tasks and duties under general supervision.

**Accounting Technician II** - This is the journey level class within the Accounting Technician series. Employees in this class are distinguished from Accounting Technician I level by the ability to perform the full range of duties as assigned with minimal supervision.

**Accounting Technician III** – This is the advanced journey level classification in the Accounting Technician series. This class differs from the Accounting Technician II level by the level of responsibility assumed, the complexity of assigned duties and the support provided to senior staff members. This position requires significant technical skills as well as specialized experience in municipal finance.

### **SUPERVISION RECEIVED**

Receives supervision/direction from the Deputy Finance Director (Accounting and/or Planning).

### **ESSENTIAL AND MARGINAL FUNCTION STATEMENTS**

*Essential and other important responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

##### **Accounts Receivable/Cash Collections**

- Operate the cash receipts cycle.
- Prepare invoices and monitor payments and compute balances due.
- Correspond with customers concerning past due balances.
- Monitor incoming revenues to ensure proper reporting; code revenues received to appropriate accounts and prepare revenue estimates for budget.
- Process transient tax occupancy returns; prepare summaries of taxes received.
- Prepare and calculate sewer service charges and storm water fees; monitor incoming revenues.

### **Essential Functions (cont'd.):**

- Identify and report revenue opportunities to supervisor.
- Prepare deposits for revenue received from each department.
- Serve as receptionist and cashier in the City's Permit Center.
- Receive, screen and direct calls.
- Manage mail room.
- Process notary requests.
- Provide information to public.
- Assist with treasury and debt management activities as assigned.

### **Accounts Payable and Purchasing**

- Operate the cash disbursements cycle.
- Perform accounts payable functions.
- Process requisitions and issue purchase orders.
- Process contracts and commitments.
- Review purchasing documents for compliance with rules, regulations and practices.
- Process vouchers as required.
- Issue vendor disbursements.
- Complete Form 1099 as required.
- Assist with Purchasing Control System duties as assigned.

### **Business Licenses**

- Process business license applications and renewals.
- Monitor new businesses entering the City and notify appropriate agencies about business license requirements.
- Identify unlicensed businesses.
- Assist appropriate agencies with collection of delinquent business licenses

### **Payroll**

- Operate the payroll cycle.
- Review and enter payroll data and issue paychecks and electronic payroll deposits.
- Assist in the preparation of retirement, deferred compensation and insurance reports.
- Assist in the filing of Federal and State wage and benefit reports, taxes and returns.
- Consult with and assist Human Resources Department as needed.
- Assist with Payroll Administration duties as assigned.

### **Marginal Functions:**

- Perform a variety of clerical activities.
- Respond to inquiries from customers, citizens, staff and vendors in person and on the telephone.
- Assist auditors with questions and obtaining supporting documents.
- Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Accounting Technician I**

#### **Knowledge of:**

- Modern office practices, procedures, and equipment.
- Basic mathematics.
- Basic bookkeeping procedures.

#### **Ability to:**

- Learn financial record keeping and accounting principles and practices.
- Learn to use a computer based financial system.
- Communicate effectively both orally and in writing.
- Work effectively with the public.
- Establish and maintain cooperative relationships with fellow employees.
- Follow oral and written instructions.

### **Accounting Technician II**

In addition to the qualifications of Accounting Technician I:

#### **Knowledge of:**

- Principles and practices of municipal finance and accounting.
- Principles and practices of assigned area (accounts receivable, accounts payable, business licenses, payroll)
- Principles and practices of financial record keeping and reporting.

#### **Ability to:**

- Understand and interpret principles, laws and procedures involved in fiscal record keeping and accounting functions.
- Perform job tasks with minimal supervision.

### **Accounting Technician III**

In addition to the qualifications of Accounting Technician I & II:

#### **Ability to:**

- Understand, interpret and communicate and ensure adherence to the administrative and departmental principles, rules, regulations, and procedures involved in the area of assignment.
- Implement applicable procedures.
- Ability to perform job tasks with only occasional direction.

## **EXPERIENCE AND TRAINING GUIDELINES**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Accounting Technician I**

#### **Experience:**

One year general clerical accounting experience.

#### **Training:**

Equivalent to the completion of the twelfth grade. Course work in business accounting bookkeeping or related field highly desirable.

### **Accounting Technician II**

#### **Experience:**

Two or more years of increasingly responsible technical accounting experience. Municipal experience highly desirable.

#### **Training**

Equivalent to the completion of the twelfth grade supplemented by college level course work in accounting, bookkeeping or a related field

### **Accounting Technician III**

#### **Experience:**

Three or more years of increasingly responsible experience in municipal accounting equivalent to that of an Accounting Technician II with the City of Belmont.

#### **Training**

Completion of the requirements for an Associate of Arts degree in business, accounting or related field, or an equivalent combination of education and experience.

## **WORKING CONDITIONS**

### **Environmental/Working Conditions:**

Ability to work in a standard office environment.

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